



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06-06-054	OPENING DATE: 02-28-08 (Updated)	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Bilingual (Spanish-Speaking) Deputy Clerk JS 945-06/3	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$37,752 - \$46,011 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Courtwide	LOCATION: 500 Indiana Ave., NW	TOUR OF DUTY: Full-time	

Bilingual Deputy Clerk has promotional potential to grade JS-8

This announcement will create a roster for all Superior Court Bilingual Deputy Clerk vacancies.

BRIEF DESCRIPTION OF DUTIES: The **Bilingual Deputy Clerk** works in the operational divisions of the District of Columbia Courts providing secure administrative and clerical support as assigned, and providing effective customer-service to the public, judicial officers, attorneys or staff. Duties include some or all of the following: assist general public, attorneys, judicial officers or staff; review and process documents or orders; complete forms; provide or receive information; enter or retrieve data using automated databases or manual logs; schedule calendars, appointments, juries or services; collect or compile statistical data; administer oaths or affirmations; type correspondence, reports or other documents; file jackets or case documents.

MINIMUM QUALIFICATIONS: High-school diploma or GED, plus two years of clerical or administrative experience. Experience working on a personal computer in a Windows environment preferred. Further education or relevant training may substitute for experience. **Must be able to speak, interpret, read and write Spanish fluently.**

SELECTION PROCESS: Testing will be required of qualified candidates for **all positions** in keyboarding (40 WPM corrected for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). In addition, **bilingual candidates** must pass a test assessing the ability to speak, read and write Spanish. An interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selections.

Submit Court Application:

District of Columbia Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001
For further information, call (202)879-0496 or visit our website at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.